

Job Title	Midday Supervisory Assistant
Grade	2 (3-6)
Reports to	Senior Midday Supervisor/Midday Controller/HR Manager/Chef
Purpose of Job	To provide lunchtime support at Lincoln Carlton Academy or Mount Street Academy.
<p>Main Responsibilities, Tasks and Duties:</p> <ul style="list-style-type: none"> • Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets. • Prepare rooms for dining, including setting out tables and chairs. • Distribute meals, serve water and support kitchen team as and when required. • Clear tables and collect rubbish, wash and stack away tables, chairs and water jugs and clean dining area as required. • Provide safe, creative, appropriate play opportunities, prepare activities, ensure equipment is suitable for the day and encourage and model positive play. • Work with the wider lunchtime team to ensure positive working practises and promote school values and Golden Rules. • Administer first aid as needed. 	
<p>Management/Supervision of People: None</p>	
<p>Creativity and Innovation: Work is straightforward and carried out under supervision and within set procedures</p>	
<p>Contacts and Relationships: Daily interaction with Senior midday Supervisor, Chef, staff and pupils on well-established matters</p>	
<p>Decisions:</p> <ul style="list-style-type: none"> a) Discretion – work is carried out within clearly defined policies and procedures, advice can be sought from line manager b) Consequences – Impact on lunch time activities leading to disruption, this could be easily identified and quickly remedied 	
<p>Resources: Little or no responsibility for physical resources e.g. children’s personal possessions</p>	
<p>Work environment:</p> <ul style="list-style-type: none"> a) Work demands – work is subject to some interruptions from various sources but this is part of the role and does not cause significant change to overall tasks to be carried out b) Physical demands – there will be the requirement to lift, move and put up tables and chairs and handle other items as required by the role. a) Working conditions –and moderate noise level inside hall and work outside in all weathers b) Work context – minimal contact with parents/carers 	

**Knowledge and skills:**

No formal qualifications required. Demonstrable experience of appropriate interaction with children.

Other duties:

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities:

The postholder is required to carry out the duties in accordance with the schools equal opportunities policy

Health and Safety:

The post holder is required to carry out the duties in accordance with the schools health and safety policy

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.